



FIXED TERM AUSA POSITION  
CIVIL DIVISION  
UNITED STATES ATTORNEY'S OFFICE  
DISTRICT OF COLUMBIA  
VACANCY ANNOUNCEMENT NO: 08-DC-001

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**THIS APPOINTMENT IS A TERM APPOINTMENT NOT TO EXCEED 18 MONTHS AND WILL NOT BE EXTENDED OR CONVERTED TO A PERMANENT POSITION**

**About the Office:** The Office of the United States Attorney for the District of Columbia (USAODC) is unique among the 94 United States Attorneys' Offices across the nation by virtue of its size and its varied responsibilities. It is the largest United States Attorney's Office with over 350 Assistant United States Attorneys and over 350 support personnel. The Civil Division represents the United States and its departments and agencies in civil proceedings filed in federal court in the District of Columbia.

**Responsibilities:** The U.S. Attorney's Office for the District of Columbia is seeking applications for a fixed term attorney for the Civil Division from attorneys who have a background in civil law, strong writing skills and a keen interest in litigation. The attorney selected for this position will join approximately 37 other civil Assistant U.S. Attorneys in representing the interests of the United States in civil matters in the District of Columbia. It is expected that the chosen attorney will primarily handle the defense of civil rights complaints, Freedom of Information Act cases, Title VII actions, etc. brought by prisoners and other *pro se* parties. The position will primarily require the preparation of motions and other pleadings but may also entail a limited number of court appearances and depositions.

**Qualifications:** Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any state, territory of the United States, or the District of Columbia, and have at least two years' post J.D. legal experience. Applicants must be an active member of the bar in good standing.

**Preferred qualifications:** Significant writing experience is preferred.

**Travel:** Little travel is required.

**Salary Information:** Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional attorney experience. Due to budget restrictions, the salary for this position may not exceed \$75,000.00; this sum includes locality pay.

**Location:** The United States Attorney's Office for the District of Columbia is located at 555 4<sup>th</sup> Street, N.W., Washington, D.C. The office is a few blocks from Capitol Hill and close to the National Mall and the downtown area.

**Relocation Expenses:** Relocation expenses will not be authorized.

**Application Process and Deadline Date:** Applicants must submit a cover letter (highlighting relevant experience), a detailed resume, writing sample, and a current performance evaluation (if applicable) to:

Rudolph Contreras  
Chief, Civil Division  
United States Attorney's Office  
555 Fourth Street, N.W.  
Washington, DC 20530

or e-mail to: [rudolph.contreras@usdoj.gov](mailto:rudolph.contreras@usdoj.gov)

**No telephone calls please. Applications must be received by 5:00 p.m. EST (Eastern Standard Time) on June 3, 2008.**

Applications will be evaluated on the basis of such factors as academic performance, research and writing ability, oral communication skills, computer literacy skills and other legal and community service experience.

**Internet Sites:** This and other attorney vacancy announcements can be found at:  
<http://10.173.2.12/oarm/attvacancies.html> <http://www.usdoj.gov/oarm/attvacancies.html>

**Department Policies: Equal Employment Opportunity and Security Clearance Policies.**  
Pursuant to the requirements of 28 U.S.C. § 545, Assistant United States Attorneys for the District of Columbia must reside in the District of Columbia or within 25 miles thereof. The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on sex, sexual orientation, color, race, religion, national origin, politics, marital status, disability, age, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.